



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

February 8, 2007

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **SEIU LOCAL 660 \$1.4 MILLION TRAINING FUND**

REQUEST FOR PROPOSALS

On November 21, 2006, the Board approved the new agreement between County of Los Angeles and SEIU Local 660 which once again includes \$1.4 million a year in funds for training. The Joint Labor-Management Committee (Committee) is soliciting proposals from County departments for training programs or projects that will enhance the skills of workers represented by SEIU Local 660. The Committee is seeking new ideas for identifying, designing, and implementing training programs that address the training needs of the employees represented by Local 660.

The training fund programs are developed for the purpose of enhancing training and career development opportunities for staff that may want to advance in their current field of work or obtain training in an entirely different career path. Since 1998, the Committee has provided funding for certification and training programs, and purchased computers and equipment for several computer-training sites. A sampling of some of the training programs and projects that were approved by the Committee in Fiscal Year 2005-2006 is provided in Attachment I.

BACKGROUND

In the 1998 Memorandum of Understanding (MOU) with SEIU Local 660, the Board approved the establishment of a training fund dedicated to training and/or retraining employees represented by SEIU Local 660. In accordance with the MOU, a Joint Labor-Management Committee was established to identify training programs that can provide opportunities and enhance the skills of County represented employees. The funds are administered by the Joint Labor-Management Committee and are included in Department of Human Resources' budget. For your information, a listing of the Joint Labor-Management Committee members is provided in Attachment II.

TRAINING PROGRAMS/PROJECTS

County departments are invited to submit proposals for training programs or projects. Proposals should be typewritten and no more than three pages long. The proposals should provide a synopsis and a description of the proposed program or project (i.e., curriculum, program format, and cost of the training). Proposals should also identify the target audience and possible training site/location. A Sample Proposal Format is attached (Attachment III) for reference.

SUBMISSION OF PROPOSALS

County departments are asked to submit proposals **as soon as possible**, but no later than Friday, April 6, 2007, to obtain funding from this fiscal year's funds. Proposals received after April 6, 2007 may have to wait to be considered for next year's funds. A representative from the Department will be requested to attend the Joint Labor-Management Committee meeting to discuss the proposal once it is placed on the Committee's agenda. All proposals should be mailed or faxed to:

Lisa McClough
Joint Labor-Management Committee
Department of Human Resources
3333 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90010
Fax: (213) 738-6061

The County recognizes the importance of training its employees to develop a stable and effective workforce. This partnership of labor and management has been an extremely valuable opportunity to have a positive effect on the County's workforce.

Departments can obtain assistance in preparing proposals from Department of Human Resources staff. For additional information, you or your staff may contact Howard Phillips Principal Analyst, Human Resources, at (213) 738-2117 or Lisa McClough, Human Resources Analyst III, at (213) 738-3448.

MJH:TJH
LT:LM

Attachments (3)

c: Each Supervisor
Personnel Officers
Administrative Deputies
Joint Labor-Management Committee Members

SAMPLING OF APPROVED TRAINING PROGRAMS AND PROJECTS
SEIU LOCAL 660 \$1.4 MILLION FUND
JOINT LABOR-MANAGEMENT COMMITTEE

Department	Training Programs (FY 2005-2006)	Cost	Description of Approved Training Programs
Probation	Computer Training	\$95,000	This course is designed to ensure that software such as Windows, Excel, Word, and Outlook are being used effectively.
	How to Grow Great Employees	\$9,700	Workshops for supervisors which will help provide consistency in how employees are handled within the department.
Child Support	Skill Building Workshop	\$4,000	This course provides an overview of writing a business letter in MS Word to help build employee skills and confidence.
	Tuition Reimbursement	\$48,000	Funding for SEIU 660 employees attending accredited colleges and universities, and business, technical and professional schools.
Public Defender	Spanish Training	\$64,000	This 80-hour training will assist the Department's effort to develop Spanish language capability for all our public contact staff.
Mental Health	Workplace Skills	\$35,000	This course will provide skills necessary to manage one's workload and time, project a professional image, and communicate on both verbal and written levels.
Public Library	Interview for Success	\$2,570	This course provides employees with stress-relieving techniques and how to present confirming evidence of a positive job related experience.
Sheriff	Test Preparation Program Overview	\$122,000	A series of workshops designed to provide fundamental skills to enhance participant's performance when taking qualifying assessment tests, examinations, and basic skills to perform the job.
Public Works	Back Injury Prevention	\$67,200	This program helps improve employee's ability to avoid the potential hazards that contribute to back injury.
Internal Services	Employee Development	\$89,300	This series of classes is designed to enhance the participant's ability to perform at optimum levels when taking qualifying assessment tests and examinations.
Health Services	Health Information Coding Certification	\$500,000	This 18-month fast paced and highly interactive training teaches skills necessary to perform basic functions of a Health Information Technician.
Assessor	Business Writing Solutions	\$5,300	This two-day workshop will provide ideas that give an immediate boost of confidence to participants in their writing ability and the skills necessary to provide excellent public service.

JOINT LABOR-MANAGEMENT COMMITTEE MEMBERS & DEPARTMENT CONTACTS

Department of Human Resources

Lu Takeuchi, Organizational & Employee Development	(213) 738-2299
Howard Phillips, Organizational & Employee Development	(213) 738-2117
Lisa McClough, Organizational & Employee Development	(213) 738-3448

Department of Parks & Recreation

Irl Stalcup, Employee Development	(213) 738-3047
Gracie Guillen, Employee Development	(213) 738-3043

Department of Public Social Services

Brenda Sapp-Pradia, DPSS Academy	(562) 345-7774
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Internal Services Department

Beverly Russell, Employee Development	(562) 940-2699
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Sheriff Department

Richard Weintraub	(562) 946-7899
Hortencia Gonzales, Civilian Training Unit	(562) 946-7000

Health Services

Maureen Flannery, Organizational & Employee Development	(562) 401-8830
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Public Defender

Lorraine Welch, Training Unit	(213) 893-2596
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UNION MEMBERS

Department of Public Social Services, Carolyn Lawson	(310) 603-8626
Internal Service Department, Carroll Stephens	(323) 267-3141
LAC+USC Medical Center, Keenan Sheedy	(213) 393-2370
Department of Public Health, Harold Sterker	(213) 639-6425
LAC+USC Medical Center, Cynthia Molette	(323) 226-7792
King Drew Medical Center, Charles Doakes	(310) 668-4429
Treasurer and Tax Collector, Linda Dent-Templeton	(213) 893-7966
Department of Public Social Services, Norma Ross-Tenney	(213) 639-5286
Sheriff Department, Kelley Dixon	(213) 974-7000
Internal Services Department, Arturo Diaz	(562) 940-3292



PROPOSAL FORMAT

Proposal for Joint Labor-Management SEIU Local 660 and DHR
1.4 Million Dollar Training/Retraining Fund



Date: _____
 Contact Person: _____ Title: _____
 County Department/Area: _____
 Phone with Area Code: _____ Fax: _____
 E-mail Address: _____

Instructions: Proposals should be typewritten and no more than three pages long. The Committee is asking department's to work with their union stewards when seeking new ideas for identifying, designing, and implementing training programs. You will be asked to present the proposal to the Joint Labor-Management Committee and answer questions about the proposal. Local 660 Department Steward(s) should accompany you during the presentation. Please attach a copy of the curriculum outline to the Department of Human Resources and Union Committee Chair along with the proposal three weeks prior to presentation. Thank you.

PART 1 - SYNOPSIS

Provide a brief outline of the proposed training project or program and purpose.

PART 2 - DESCRIPTION OF TRAINING PROJECT OR PROGRAM

Provide a description of proposed training project or program. Include: program goal(s) and measurable(s), curriculum outline, teaching methodology, participant handouts, vendor information (attach qualifications), possible location for training and training schedule.

PART 3 - DESCRIPTION OF FORMAT

Provide a description of the program format. Include: how many sessions or class meetings, how many hours or days a week, length of program, how SEIU Local 660 Union Employees are to be informed of training program. Explain selection process if registration exceeds total enrollment availability.

PART 4 - TARGET AUDIENCE

Identify the target audience and how many employees would be trained. Identify what payroll classification(s) would be included in the training program.

PART 5 - COST OF PROGRAM OR PROJECT

State the total dollar amount being requested for the program or project. Include a detailed breakdown of all costs, i.e., cost of classroom, fees, registration, cost of books or equipment, cost for trainer(s).

PART 6 - BENEFIT OF PROGRAM OR PROJECT

Explain the benefit of the training program or project to employees represented by Local 660 (critical need, certification, promotional opportunities, continuing education credit, etc.). Briefly describe department training program. Explain why the proposed training would not be funded by departmental training budget.

If you are a member(s) of SEIU Local 660, feel free to discuss your idea for a proposal by calling the union contact below.

FOR FURTHER INFORMATION PLEASE CONTACT:

Lisa McClough, H.R. Analyst **Department of Human Resources** (213) 738-3448
 FAX (213) 637-0823 or e-mail to lmccclough@hr.lacounty.gov

Debbie Dominguez, Education Training Coordinator **SEIU 660** (213) 738-8426
 FAX (213) 380-8335 or email to ddominguez@seiu660.org